

REQUEST FOR APPLICATIONS (RFA)

Government of the District of Columbia
Child and Family Services Agency

FY 2010 VOLUNTEER MENTOR PARTNERSHIP GRANT CFSA-09-RFA-006

Pursuant to the *Child and Family Services Grant-Making Amendment Act of 2008*, D.C. Law 17-199, effective July 18, 2008 (D.C. Official Code § 4-1303.03(a-1)), the District of Columbia Child and Family Services Agency (“CFSA”) invites qualified Applicants to submit applications for grant funding to establish a Volunteer Mentor Partnership (VMP) program for children and youth served by CFSA.

The Volunteer Mentor Partnership is a new initiative designed to award grants to non-profit mentor organizations to provide one-on-one mentoring. Volunteer mentors will be matched with CFSA clients based on special interests and individual needs of each child. Mentors will commit to the mentor-mentee relationship for a minimum of one (1) year with weekly phone or email communications and bi-weekly (at minimum), in-person activities.

Selection and notification of grant award is scheduled to occur no later than November 15, 2009. Up to four (4) grants will be awarded. Anticipated total funding for the project is \$850,000. Successful Applicants will be funded for one (1) year for a total of twelve (12) months. Applicants must demonstrate capacity to accept referrals and provide services beginning in **January 2010**.

Announcement Date:	Tuesday, September 08, 2009
Request for Applications Release Date:	Thursday, September 03, 2009
Application Submission Deadline:	<u>2:00 PM, Thursday, October 15, 2009</u>

LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL

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Applicant Checklist: FY 2010 Volunteer Mentor Partnership Grant

- The Applicant organization/entity has responded to all sections of the Request for Application (RFA).
- The Applicant Profile, found in Attachment A, contains all the information requested and is affixed to the front of the application.
- The Program Budget is complete and complies with the Budget form in Attachment D of the RFA. The budget narrative is complete and describes the category of items proposed.
- The application is printed **on 8 ½ by 11-inch paper, double-spaced, on one side (no single spacing). Applications that do not conform to this requirement will not be forwarded to the review panel.**
- The Application Summary section is complete and is within the page limit for this section of the RFA submission.
- The Organizational Experience and Qualifications of Applicant are complete and within the 2-page limit for this section of the RFA submission.
- The Project Narrative section is complete and is within the 10-page limit for this section of the RFA submission.
- **The Applicant is submitting the required four (4) copies of its application, including the original and three (3) copies. Applications will not be forwarded to the review panel if the Applicant fails to submit the required four (4) copies with one "original".**
- The application conforms to the "Application Format" of the RFA. **The review panel will not review applications that do not conform to the application format.**
- The appropriate appendices, including program descriptions, staff qualifications, individual resumes, licenses (if applicable), and other supporting documentation are enclosed.
- The application is submitted to Child and Family Services Agency no later than 2:00 p.m., on the deadline date of **Thursday, October 15, 2009.**
- The application is submitted with **two original receipts**, found in Attachment B, attached to the outside of the envelope or package for CFSA approval upon receipt.

**District of Columbia
Child and Family Services Agency (CFSA)**

Request for Applications (RFA)

FY 2010 Volunteer Mentor Partnership Grant

SECTION I: GENERAL INFORMATION

The Child and Family Services Agency (CFSA) has funds available to support the Volunteer Mentor Partnership (VMP) program to serve up to 500 children between the ages of 6-21. The goal of the VMP, through the establishment of meaningful connections with caring adults, is to produce positive outcomes for youth that are achievable and measurable. Through an individualized matching process, the VMP seeks to provide children and youth with positive adult role models through one-on-one mentoring and companionship. Effective mentors enhance self-respect, redirect negative behaviors, improve social skills and positively impact their mentees through activities that are centered on the individual needs of each youth.

CFSA will award up to four (4) grants to traditional and non-traditional mentoring organizations to serve children and youth in distinct populations as follows:

1. Children ages 6-11 years – Basic and enhanced mentoring services
2. Youth ages 12-21 years – Basic and enhanced mentoring services

In each category of mentoring services, organizations will be expected to serve a minimum of 100 children (approximately even distribution of male and female children) at the same time but may apply to serve more children. Applicants must demonstrate the capacity to serve at least twice the number of children in the event the program is expanded. Preference will be given to those programs that demonstrate long-term engagement and continued support for youth after CFSA's involvement with the youth has ended. Organizations must be ready to accept referrals and begin providing services by **January 2010**.

Background and Need

The Child and Family Services Agency (CFSA) is the District of Columbia's cabinet-level child welfare agency. CFSA investigates reports of child abuse and neglect, and provides child protection. Services include family stabilization, reunification, foster care, adoption, and supportive community-based services to enhance the safety, permanence and well-being of abused, neglected, and at-risk children and their families in the District of Columbia. The Agency seeks to achieve the highest quality of community-based services, to increase the number of families who receive community-based preventive and support services, and to expand the network of resources providing services to at-risk children and their families. The District of Columbia has one of the highest percentages of children living in poverty (33%¹) and serves far more children in foster care per 10,000 residents than any other jurisdiction. According to US Census data, approximately 2% of all children and youth in the District are in

¹ April 23, 2008: Testimony of Natwar M. Gandhi, Chief Financial Officer, Government of the District of Columbia, Hearing on the Mayor's FY 2009 Proposed Budget and Financial Plan.

the foster care system. The responsibility for children in foster care is shared between CFSA and its network of contracted private agencies. Children in the District's foster care population are about equal in gender distribution, older than in most jurisdictions, and are over-represented (90%) by the African American population. Approximately 40% of the foster care population originates from city wards with the lowest income in the District. CFSA-involved children are therefore at higher risk for poor educational outcomes, health issues, early parenthood, long-term dependence on public assistance, increased rates of incarceration, homelessness, and unemployment.²

As of May 31, 2009, CFSA was serving 2,221 children who were placed in foster care and providing in-home services to 1,925 children (715 families total). At the end of May (2009), youth age 12 and older made up 59% of the total foster care population; a level 20% greater than national figures. Older youth in foster care have complex psychosocial, educational, and placement needs; are difficult to place due to a shortage of placement resources among providers; and, are statistically more likely than the general foster care population to experience multiple placements, or to experience congregate care placement. Like other jurisdictions, youth in the District's foster care population experience longer than average periods in care and are more likely to lose strong connections with their biological or extended families.³

Mentoring programs are one strategy to address the needs of the population served by CFSA. In CFSA's 2005 Needs Assessment, social workers reported that foster children struggle with separation and abandonment, depression, low self-esteem, rejection, and loss. Ninety seven percent (97%) of social workers identified mentoring as a need for system-involved children. Because many families involved with the child welfare system have single, female heads of household,⁴ supportive services and resources in the community, such as services for adolescents (mentoring, academic support, and/or counseling), are essential. Fifty-six percent of birth parents identified mentoring services as their greatest need in the past six months.⁵

Target Population

The target population for these funds is children and youth between the ages of 6-21 who are in the care and custody of CFSA or otherwise are receiving services from CFSA. All children and youth to be served in this program reside in the District of Columbia, Maryland or Virginia. Initially, CFSA is targeting up to 500 youth to be involved in this initiative.

CFSA's Office of Clinical Practice (OCP) will determine a child's eligibility for the VMP. Only children and youth referred and approved by the VMP Coordinator shall be funded under the grant. As a lead agency for the program, the successful Applicant shall coordinate all services. VMP organizations are responsible for ensuring:

- Appropriate matching of a minimum of one (1) mentor (age 21 years and older) for every 4 children;

² Courtney, M.E., Piliavin, I., Grogan-Kaylor, A., Nesmith, A. (2001). Foster youth transitions to adulthood: a longitudinal view of youth leaving care. *Child Welfare*, 80(6), 685-717.

³ Pew Commission of Children in Foster Care. (2004). *Fostering the future: safety, permanence and well-being for children in foster care*. Retrieved July 19, 2004, from <http://pewfostercare.org/research/docs/FinalReport.pdf>

⁴ Ninety six percent (96%) of the birth parents randomly surveyed were female, and 59% were single.

⁵ 2005 Needs Assessment Report, Child and Family Services Agency.

- Timely matching of children to occur within five (5) business days of referral from CFSA; and
- No referred child or youth is rejected or ejected from the program.

Mentoring organizations shall provide mentoring services that include but are not limited to role modeling, individual life skills development, socialization, recreation, and anger management. On a quarterly basis throughout the grant period, Grantees shall provide opportunities for clients to meet and engage with other mentors and positive role models from the community via community-based activities and other events sponsored by the Grantee.

Grantees shall develop and utilize methods and techniques for provision of how mentoring services will achieve the following:

- Assistance to mentees in developing a written plan of his or her vision for the future;
- Provision of regular contact between the mentor and the mentee (or client);
- Involvement of the family or guardian/caretaker of the client; and
- Supporting and recognizing mentees.

Matching shall be based on special interests including cultural and common interests between the mentor and mentee. Gender-specific matching is preferred and recommended for older youth ages 12-21 years. Mentoring organizations are encouraged to utilize familial involvement when matching prospective mentees to support transitions between mentors where appropriate and/or necessary. Mentoring organizations shall identify mentors who:

- Work collaboratively with assigned CFSA social workers to develop child-specific mentoring goals;
- Can address a variety of needs in a culturally competent manner, including diverse sexual orientation, children who exhibit high-risk and/or delinquent behaviors (e.g. substance use, truancy, etc.) as well as special needs children (e.g. developmentally delayed);
- Provide a minimum of biweekly, in-person activities with mentee (at least 4-6 hours per month) and weekly phone or e-mail communications;
- Reside in or around the metropolitan Washington area; and,
- Are willing to travel to see children that are located up to a 75 mile radius from CFSA's headquarters in Washington, D.C.

The majority (85%) of the population shall receive basic mentoring services while approximately 15% of the population will require enhanced mentoring services.

Basic Mentoring

Services provide youth development activities including: mentoring, workforce development, college preparation, academic enhancement, life-skills training, self-esteem building and cultural, arts and recreational activities.

Enhanced Mentoring

In addition to the services through basic mentoring, enhanced mentoring involves structured one-to-one, strength-based support services (e.g., coaching and training in age-appropriate behaviors, interpersonal communication, problem-solving, conflict resolution, relating appropriately to other children, adolescents and adults, in recreational and social activities) for the purpose of addressing daily living, social, and communication needs. These services help to ensure the youth's success in navigating various social contexts, learning new skills and making functional progress while the mentor offers supervision of these interactions and services. The children and youth who are referred for enhanced mentoring may be involved with the juvenile justice system, have a diagnosed behavioral problem (e.g. oppositional defiant), substance abuse issues, medical limitations and/or disabilities.

Eligible Organizations/Entities

Applications will be accepted only from non-profit, community-based organizations which have demonstrated abilities to meet the needs identified in this RFA, and who are able to commit to implementing the program measures over the grant period. Organizations may partner together to offer separate but coordinated components of the program. Successful Applicants shall demonstrate experience with the target population. Successful Applicants shall also provide services in accordance with all existing federal and District of Columbia laws, rules, and regulations, and consistent with policies, procedures and standards promulgated by the Child and Family Services Agency.

Applicants who hold current Grant Agreements or Contract Agreements with CFSA, or whose members hold current Grant Agreements or Contract Agreements with CFSA, are eligible to apply provided the VMP does not conflict with a current Grant or Contract Agreement. Such Applicants must identify potential areas of conflict of interest in the delivery of services to children and families involved with CFSA, and demonstrate how services under the VMP shall not conflict with or compromise other existing grant or contractual obligations.

Source of Grant Funding

The funds currently made available are appropriated by the Council of the District of Columbia through CFSA.

Award Period

The grant period is for up to **twelve (12) months** from the date the grant agreement is executed, subject to appropriation of funds. Successful Applicant(s) must be prepared to sign the Grant Agreement within two weeks of the award. The District may extend the term of this Grant Agreement for a period of four additional one year option periods, or successive fractions thereof by written notice to the Grantee, should further appropriations be made available or funds from other sources be made available. The notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The District reserves the right to issue a new grant announcement.

Grant Awards and Amounts

The total amount available for the VMP grant is \$850,000. The total available for the grant may be increased if additional funds become available.

CFSA intends to award up to four (4) grants to organizations to provide mentoring and other youth development services to youth who are receiving services from CFSA or in the care and custody of CFSA. CFSA reserves the right to assign the amount of individual grant awards. Individual grant awards shall not be less than \$100,000 or exceed \$400,000. Grant funds will subsidize the cost of approved budgeted expenditures (see Section III, Use of Funds).

Explanations to Prospective Applicants

Inquires regarding this RFA should be sent via email to cfsa.cpa@dc.gov, CFSA Contracts and Procurement Administration. Please reference CFSA-09-RFA-0006 in subject line. Inquiries must be submitted on or before **Thursday, October 1, 2009**. **Questions submitted after the deadline will not receive responses.** Responses to all inquiries will be posted on the CFSA website on or before **Thursday, October 8, 2009**. Prospective Applicants are responsible for checking the CFSA website for any additional changes or updates to the RFA and/or the application process.

SECTION II: SUBMISSION OF APPLICATIONS

Application Identification

A total of four (4) copies, including the original and three (3) copies, of the application are to be submitted in a sealed envelope or package. Attachment B, found in this package, should be affixed to the outside of the envelope or package. **Of the four (4) copies, one (1) copy must be an original. Applications will not be forwarded to the review panel if the Applicant fails to submit the required four (4) copies with Attachment B affixed to the outside of the envelope or package. E-mail, telephonic, telegraphic or facsimile submissions will not be accepted.**

Application Submission Date and Time

Applications are due no later than **2:00 p.m., on Thursday, October 15, 2009**. All applications will be recorded upon receipt. **Applications submitted at or after 2:01 p.m., Thursday, October 15, 2009, will not be forwarded to the review panel for funding consideration.** Any additions and/or deletions to an application will not be accepted after the 2:00 p.m. deadline on **Thursday, October 15, 2009**. Applications must be ready for receipt by CFSA. The four (4) copies, including the original plus three (3) copies, of the applications **must be delivered to the following location:**

Tara Sigamoni, Agency Chief Contracting Officer
Contracts and Procurement Administration
Government of the District of Columbia
Child and Family Services Agency
955 L'Enfant Plaza, SW, North Building, Suite 5200
Washington, DC 20024

Mail Courier/Messenger Delivery

Applications that are mailed or delivered by Messenger/Courier services **must be sent in sufficient time to be received by the 2:00 p.m., deadline on Thursday, October 15, 2009** at the

above location. Applications arriving via messenger/courier services after the posted deadline of **2:00 p.m.**, Thursday, October 15, 2009 **will not be forwarded to the review panel by CFSA.**

CFSA will not be responsible for delays in the delivery of application packages to its office.

SECTION III: PROGRAM AND ADMINISTRATIVE REQUIREMENTS

Use of Funds

Grant funds shall only be used to support activities as outlined in this RFA, and may not be used for direct financial assistance to clients and their families. Funds shall support specific program related activities for up to twelve (12) months, including costs associated with:

- Monthly stipends to fund mentor/mentee activities (not to exceed \$50/month)
- Mentor recruitment and training
- Screening costs (not to exceed \$50 per mentor)
- Purchase of training-related equipment and materials
- Staff who will be administering the program (specify percentage of time dedicated to program activities)
- Evaluation of program activities to be conducted in conjunction with CFSA (not to exceed 10% of program budget)

Indirect costs shall not exceed 10% of the overall budget.

Grant Agreement

Applicant shall be required to sign a Grant Agreement prior to funds being transferred. CFSA reserves the right to require modifications to the program budget prior to award. A Grant Agreement must be finalized prior to **January 2010**.

SECTION IV: GENERAL PROVISIONS

Confidentiality of Records

Information concerning referred children is strictly confidential and shall not be divulged to unauthorized persons (see D.C. Official Code §§ 4-1303.06 and 4-1405). The Applicant must demonstrate an ability to maintain the confidentiality of a youth's information and to report the information specified below to CFSA. Specifically, the Applicant must agree to and to abide by the following conditions:

- Whoever willfully discloses, receives, makes use of, or knowingly permits the use of information concerning a child or other person in violation of D.C. Official Code § 16-2363 shall be guilty of a misdemeanor and upon conviction shall be fined not more than \$250.00 or imprisoned for not more than 90 days, or both (D.C. Official Code § 16-2364).
- Whoever willfully disclosed, receives, makes use of or knowingly permits the use of confidential information concerning a child or individual in violation of D.C. Official Code §§ 4-1301.02-4-1305.09 shall be guilty of a misdemeanor and upon conviction thereof shall be fined not more than \$1000.00 (D.C. Official Code § 4-1303.07).
- All project staff, and volunteer mentors, prior to engaging in work with CFSA and referred youth and their families, shall sign a confidentiality statement. Prior to service initiation, Grantees shall submit a signed confidentiality statement for each current staff

person who will be working on the Volunteer Mentor Partnership Grant.

HIPAA Privacy Compliance

Under the Health Insurance Portability and Accountability Act of 1996, Public Law No. 104-191 (HIPPA), all associated rules and regulations are incorporated by reference herein.

Definitions

- a) "Business Associate" shall mean the Grantee
- b) "CFSA" shall mean the District of Columbia, Child and Family Services Agency
- c) Agency
- d) "Designated Record Set" means:
 - a. A group of records maintained by or for CFSA that is:
 - i. The medical records and billing records about individuals maintained by or for a covered health care provider;
 - ii. The enrollment, payment, claims adjudication, and case or medical management record systems maintained by or for a health plan; or
 - iii. Used, in whole or in part, by or for CFSA to make decisions about individuals.
 - b. For purposes of this paragraph, the term record means any items, collection, or grouping of information that includes Protected Health Information and is maintained, collected, used, or disseminated by or for CFSA.
- e) Individual shall have the same meaning as the term "individual" in 45 CFR 164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR 164.502(g).
- f) Privacy Rule. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR part 160 and part 164, subparts A and E.
- g) Protected Health Information. "Protected Health Information" shall have the same meaning as the term "protected health information" in 45 CFR 164.501, limited to the information created or received by the Business Associate from or on behalf of CFSA.
- h) Required By Law. "Required By Law" shall have the same meaning as the term "required by law" in 45 CFR 164.501.
- i) Secretary. "Secretary" shall mean the Secretary of the Department of Health and Human Services or designee.

Obligations and Activities of Business Associate

- a) The Business Associate agrees to not use or disclose Protected Health Information other than as permitted or required by this HIPAA Privacy Compliance Clause (this Clause) or as Required by Law.
- b) The Business Associate agrees to use appropriate safeguards to prevent use or disclosure of the Protected Health Information other than as provided for by this Clause.
- c) The Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to the Business Associate of a use or disclosure of Protected

Health Information by the Business Associate in violation of the requirements of this Clause.

- d) The Business Associate agrees to report to CFSA any use or disclosure of the Protected Health Information not provided for by this Clause of which it becomes aware.
- e) The Business Associate agrees to ensure that any agent, including a subcontractor, to whom it provides Protected Health Information received from, or created or received by the Business Associate on behalf of CFSA, agrees to the same restrictions and conditions that apply through this Agreement to the Business Associate with respect to such information.
- f) The Business Associate agrees to provide access, at the request of CFSA, and in the time and manner prescribed by the Contracting Officer, to Protected Health Information in a Designated Record Set, to CFSA or, as directed by CFSA, to an Individual in order to meet the requirements under 45 CFR 164.524.
- g) The Business Associate agrees to make any amendment(s) to Protected Health Information in a Designated Record Set that CFSA directs or agrees to pursuant to 45 CFR 164.526 at the request of CFSA or an Individual, and in the time and manner prescribed by the Contracting Officer.
- h) The Business Associate agrees to make internal practices, books, and records, including policies and procedures and Protected Health Information, relating to the use and disclosure of Protected Health Information received from, or created or received by the Business Associate on behalf of, CFSA, available to the CFSA, or to the Secretary, in a time and manner prescribed by the Contracting Officer or designated by the Secretary, for purposes of the Secretary determining CFSA's compliance with the Privacy Rule.
- i) The Business Associate agrees to document such disclosures of Protected Health Information and information related to such disclosures as would be required for CFSA to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR 164.528.
- j) The Business Associate agrees to provide to CFSA or an Individual, in time and manner prescribed by the Grant Monitor, information collected in accordance with Section (i) above, to permit CFSA to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR 164.528.

Permitted Uses and Disclosures by Business Associate

- a) Refer to underlying services agreement. Except as otherwise limited in this Clause, the Business Associate may use or disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, CFSA as specified in this contract, provided that such use or disclosure would not violate the Privacy Rule if done by CFSA or the minimum necessary policies and procedures of CFSA.
- b) Except as otherwise limited in this Clause, the Business Associate may use Protected Health Information for the proper management and administration of the Business Associate or to carry out the legal responsibilities of the Business Associate.

- c) Except as otherwise limited in this Clause, the Business Associate may disclose Protected Health Information for the proper management and administration of the Business Associate, provided that disclosures are Required By Law, or the Business Associate obtains reasonable assurances from the person to whom the information is disclosed that it will remain confidential and used or further disclosed only as Required By Law or for the purpose for which it was disclosed to the person, and the person notifies the Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.
- d) Except as otherwise limited in this Clause, the Business Associate may use Protected Health Information to provide Data Aggregation services to CFSA as permitted by 42 CFR 164.504(e)(2)(i)(B).
- e) The Business Associate may use Protected Health Information to report violations of law to appropriate Federal and State authorities, consistent with §164.502(j)(1).

Obligations of CFSA

- a) CFSA shall notify the Business Associate of any limitation(s) in its notice of privacy practices of CFSA in accordance with 45 CFR 164.520, to the extent that such limitation may affect the Business Associate's use or disclosure of Protected Health Information.
- b) CFSA shall notify the Business Associate of any changes in, or revocation of, permission by Individual to use or disclose Protected Health Information, to the extent that such changes may affect the Business Associate's use or disclosure of Protected Health Information.
- c) CFSA shall notify the Business Associate of any restriction to the use or disclosure of Protected Health Information that CFSA has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect the Business Associate's use or disclosure of Protected Health Information.

Permissible Requests by CFSA

CFSA shall not request the Business Associate to use or disclose Protected Health Information in any manner that would not be permissible under the Privacy Rule if done by CFSA.

Term and Termination

- a) Term. The requirements of this HIPAA Privacy Compliance Clause shall be effective as of the date of grant execution, and shall terminate when all of the Protected Health Information provided by CFSA to the Business Associate, or created or received by the Business Associate on behalf of CFSA, is destroyed or returned to CFSA, or, if it is infeasible to return or destroy Protected Health Information, protections are extended to such information, in accordance with the termination provisions in this Section.
- b) Termination for Cause. Upon CFSA's knowledge of a material breach of this Clause by the Business Associate, CFSA shall either:
 - i. Provide an opportunity for the Business Associate to cure the breach or end the violation and terminate the contract if the Business Associate does not cure the breach or end the violation within the time specified by CFSA;

- ii. Immediately terminate the contract if the Business Associate has breached a material term of this HIPAA Privacy Compliance Clause and cure is not possible; or
- iii. If neither termination nor cure is feasible, CFSA shall report the violation to the Secretary.

Effect of Termination

- a) Except as provided above (see Term and Termination), upon termination of the contract, for any reason, the Business Associate shall return or destroy all Protected Health Information received from CFSA, or created or received by the Business Associate on behalf of CFSA. This provision shall apply to Protected Health Information that is in the possession of subcontractors or agents of the Business Associate. The Business Associate shall retain no copies of the Protected Health Information.
- b) In the event that the Business Associate determines that returning or destroying the protected Health Information is infeasible, the Business Associate shall provide to CFSA notification of the conditions that make return or destruction infeasible. Upon determination by the Grant Monitor that return or destruction of Protected Health Information is infeasible, the Business Associate shall extend the protections of this Agreement to such Protected Health Information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as the Business Associate maintains such Protected Health Information.

Miscellaneous

- a) Regulatory References. A reference in this Clause to a section in the Privacy Rule means the section as in effect or as amended.
- b) Amendment. The Parties agree to take such action as is necessary to amend this Clause from time to time as is necessary for CFSA to comply with the requirements of the Privacy Rule and the Health Insurance Portability and Accountability Act of 1996, Public Law No. 104-191.
- c) Survival. The respective rights and obligations of the Business Associate under the above shall survive termination of the contract.
- d) Interpretation. Any ambiguity in this Clause shall be resolved to permit CFSA to comply with the Privacy Rule.

Compliance

Compliance with applicable District licensing, tax laws and regulations is a prerequisite for grant award. Upon notification of grant award, the following documents must be submitted prior to execution of the grant agreement: W-9 Form, Basic Business License, Certificate of Good Standing, Certificate of Insurance, Articles of Incorporation or proof of not-for-profit status (e.g. Internal Revenue Service Determination Letter), where applicable.

Insurance

The Applicant, when requested, must show proof of all insurance coverage required by law and grant agreement at the time of application. The Applicant shall maintain general liability

insurance, consistent with District law. The Applicant is responsible for adhering to the guidelines as defined by the District of Columbia Office of Contracts and Procurement (see CFSA website for insurance requirements, www.cfsa.dc.gov). The Volunteer Mentor Partnership activities are classified as “**High Risk Activities**” for insurance purposes.

Audits

Each Grantee shall have an annual audit performed by an auditor who is independent from the staff person who authorizes expenditure of project funds. Whenever an audit shows that expenditures not allowable under the grant have been charged to the grant or that the Grantee has otherwise failed to discharge its obligation to account for the expenditure of grant funds, the Grant Officer shall disallow the expenditure of the funds.

At any time or times within the next twenty-four (24) months, CFSA may request the successful Applicant's expenditure statements, source documentation, and other audited financial records. By submission of their application, Applicants agree to comply with 29 DCMR § 8213.1 which requires grantees to maintain documents for three years from grant close-out.

Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving these Volunteer Mentor Partnership grant funds.

SECTION V: PROGRAM SCOPE

Program Description

CFSA has a number of initiatives underway to promote prompt, safe and permanent solutions for every foster child and teen. We recognize that children of all ages need permanent connections that will endure long after they leave foster care and/or reach adulthood.

Successful mentoring can play an important role in the lives of disconnected youth. Several years ago, in an effort to nurture such connections, we implemented a strategy of paid mentors for children in foster care, in which we contract for mentors and pay them an hourly rate for time spent with a child. Under those contracts, the mentor is paid a fee for services, and the mentor relationship almost always ends when the child or youth transitions out of the foster care system. In other words, rather than creating a supported relationship that lasts during the child's often difficult transition out of foster care and beyond, our mentor program tends to create relationships that terminate when the child or youth may most need a mentor's support. Further, some children do not bond as we hope with paid mentors, as they may question the mentor's commitment to them, as opposed to the fee earned when time is spent with them.⁶

⁶ ⁶ The Council of the District of Columbia's Human Services Committee has directed CFSA to eliminate all paid mentoring contracts and implement a volunteer mentoring program for all children and youth served by CFSA. It should be noted that CFSA will continue a paid mentoring program so that children currently with mentors will not have to lose that relationship. The Agency's use of paid mentoring services will be eliminated through attrition as children and youth currently receiving services transition out of the care of CFSA.

CFSA is providing grant funds to change this dynamic. To promote the type of long-term connections that are critical for our children and youth, CFSA has implemented the Volunteer Mentor Partnership (VMP) for children and youth that also supports adults who are committed to longer term meaningful relationships with system-involved youth. Specifically, CFSA proposes to use the FY 2010 District funds to expand the VMP program, whereby CFSA will award grants to a minimum of two and up to four mentoring organizations to serve up to 500 children between the ages of 6-21. Each partner organization must be able to serve at least 100 CFSA involved children at any time and, should additional funds become available, have the capacity to serve additional children.

The successful grantee must have the capacity to provide mentor services that are time intensive and youth-centered, working through issues with the young person and involving him/her in decision-making. Applicants must be committed to identifying and developing permanent connections for youth that may endure long after they reach adulthood and transition out of the foster care system. The mentoring relationship envisioned by CFSA is one that is a sustained positive relationship between a youth and an adult. Through continued involvement, the adult offers support, guidance and assistance as the younger person goes through a difficult period, faces new challenges or works to correct earlier problems.

CFSA will competitively award grants to at least two but no more than four mentor organizations who meet the program needs of CFSA, and who are able to commit to implementing the program measures as long as grant funds continue to be available. CFSA will seek out innovative and evidence-based approaches to mentoring, recognizing that the use of a variety of models will expand the population of youth who can access services. We are interested in organizations that can provide mentoring in a variety of ways such as school-based mentoring, targeted mentoring (e.g. teens in out-of-home or in-home placements), and mentoring programs that differ in their intensity. Applicants must ensure consistency and confidentiality for children and sensitivity to the special needs of abused and neglected children. If a child's involvement with CFSA ends during the grant period, it is expected that the mentor organization who provided the volunteer mentor will accept a new referral from CFSA. Our hope is that the volunteers will continue to work with their mentees long after CFSA's involvement is ended.

Program Objectives

The short-term outcome of the VMP is to enhance CFSA involved children or youth's access to positive adult support through a successful collaboration with mentor organizations. The long-term outcomes include:

1. Children/youth will develop a consistent relationship with an adult mentor for a sustained period of at least one calendar year. (school year for school-based programs)
2. Mentors and mentees will express satisfaction with the mentoring relationship.
3. Youth will demonstrate enhanced self esteem, school engagement and social skills to include:
 - a. Reduction in school absences
 - b. Increase in life skills (e.g. self-advocacy, conflict resolution, employment)
 - c. Reduction in at-risk behavior
 - d. Increase in social skills (e.g. attendance at cultural events)

4. Youth will form a long-term connection with a caring adult after involvement with CFSA is ended.
5. Mentors and families will express satisfaction with the mentoring program.
6. Mentees and mentors will continue to be in contact after CFSA involvement ends.

Applicant Responsibilities/Scope of Work

In its proposal, the Applicant must demonstrate the ability to provide mentoring services tailored to the target populations under the Volunteer Mentorship Program. In meeting those ends, the Applicant must meet, at a minimum, the following requirements:

1. The Applicant's program must be designed to meet the capacity requirements as outlined in the Program Scope.
2. Nothing in this RFA should conflict with any existing agreement between Applicant and the District of Columbia Child and Family Services Agency. Further, nothing in this RFA relieves Applicant of any agreement or obligations with CFSA (see p. 8).

The successful applicant must also:

1. Ensure that each mentor successfully completes the following training requirements:
 - a. At least eight (8) hours pre-service training, provided by the Applicant, that details mentor roles and responsibilities; best practices tips for successful mentoring; and written materials summarizing the training.
2. Ensure that the executive staff/and or trainers of the VMP complete at least three (3) hours of orientation provided by CFSA, which includes:
 - a. background on the population of children served by CFSA;
 - b. elements of child abuse and neglect;
 - c. expectation and goals of mentoring;
 - d. the laws surrounding confidentiality and privacy;
 - e. written materials summarizing the training.
3. Comply with the administrative, reporting and evaluation requirements of a grant agreement.
4. Abide by the confidentiality laws of the District, and not discuss the fact that the child is involved with the system with anyone other than the child's social worker or CFSA staff.
5. Report suspected child abuse and neglect to 202-671-SAFE (CFSA's Hotline).
6. Show and maintain proof of insurance that meets the requirements set forth herein.

In addition to the requirements detailed in the program scope, successful applicants shall ensure the provision of mentoring services as follows:

- So long as it remains in the best interest of the child as determined by CFSA, commit to maintaining the mentor/mentee relationship for a minimum of one (1) year.
- Provide or arrange transportation for the child for each mentoring activity.

By submission of its application, the Applicant is certifying and agreeing that with respect to all its employees, under the grant it shall, not less than thirty (30) calendar days after a grant award

comply with 29 DCMR § 8207 (Certification of a Drug-Free Workplace).

Within fifteen (15) calendar days of grant award, successful applicants shall submit a detailed work plan for the award year, including all relevant action steps, responsible parties, outcomes and deliverables.

Staff Requirements

The Applicant shall retain and maintain documentation that its staff and volunteers possess adequate training and competence to perform the duties to which they have been assigned. This includes administrative staff and mentors.

The Applicant shall maintain a complete written job description covering any positions funded in whole or in part through the grant, which must be included in the project files and be available for inspection on request. The job description shall include education, experience, and/or licensing/certification criteria, a description of duties and responsibilities, hours of work, salary range and performance evaluation criteria. If hiring staff for this grant project, the Applicant shall obtain written documentation of work experience and personal references.

The Applicant shall maintain an individual personnel file for any project staff member and mentor which will contain the application for employment or to serve as a mentor, references, applicable credentials/certifications, documentation of all training received, notation of any allegations of professional or other misconduct, Applicant's action with respect to the allegations and the date and reason if terminated from employment or the mentor program. All of these personnel materials shall be made available to the Grant Monitor upon request.

The Grantee program staff will perform a thorough screening of potential mentors. All prospective mentors will complete a written application containing information about educational background, training, employment history, experience working with children, and a traffic record check. Mentors will be asked to submit as references, the names of three or more persons unrelated to the mentor, and will authorize the Grantee to secure clearance through the Child Protection Registry and the Police Department of the jurisdiction(s) in which the mentor resided during the five years prior to employment under this grant, as well as clearance through the District of Columbia Metropolitan Police Department, and the jurisdiction in which they will be providing services. This information shall be provided to CFSA prior to the initiation of services.

Training

The Applicant will be responsible for ensuring initial and on-going in-service training for mentors, including certification of mentors who have completed training and are ready to begin serving as mentors. Program staff will be responsible for all management duties, i.e. recruitment, screening, training, assignment and supervision of mentors.

Standards of Service Provided

Mentoring services shall be performed at a level deemed satisfactory by the client and CFSA Grant Monitor. When the mentee/client and CFSA Grant Monitor expresses dissatisfaction with the performance, the Grantee shall make an effort to satisfy the mentee within 10 business days

by reinstructing/counseling the mentor consulting with the CFSA Grant Monitor, or assigning a new mentor.

If the Grantee determines that services cannot be rendered for reasons beyond its control (e.g. the client refuses services or refuses entry, the family interferes with the mentoring relationship), the Grantee shall consult with the CFSA Grant Monitor before closing out services with the mentee.

Performance Standards and Quality Assurance

The Applicant shall demonstrate capacity to monitor and evaluate all mentoring activities. At a minimum, the program evaluation shall include a review of the appropriateness, quality and timeliness of each service. Evaluations shall include a semi-annual and annual evaluation.

VMP grantees shall be responsible for specific documentation of mentoring services provided to the youth, and updates on both progress, as well as any issues which may arise. The VMP grantees shall involve the youth and/or their families in the development of project evaluations. When feasible, grant activities shall reflect concerns and suggestions offered by the youth and/or their families.

Reports

Applicants shall demonstrate the capacity to meet reporting requirements. The Applicant shall submit a quarterly report to the Grant Monitor by the 10th day after the end of each fiscal quarter of service regarding the status of the funds expended, in addition to year-end reports on each child served. The reports shall include:

- Amount and purpose of expenditures;
- Demographics of the population served (including, but not limited to name, age, target category);
- Report of the program highlighting successes or areas of concern, e.g. recruitment/training activities; mentor turnover; evaluation of program impact through random sampling of mentor/mentee pairs, etc.
- Number of mentors/mentees participating in activities;
- Summary of mentor/mentee activities funded with stipends;
- Level of child and youth participation;
- Potential challenges or barriers and recommendations for improvement.

CFSA reserves the right to review the case files, upon reasonable notice.

The Applicant shall submit to the Grant Monitor, a final report no later than the 30th day after expiration of the Grant Agreement, summarizing all service delivery data, accomplishments, issues and recommendations.

The Applicant shall report "unusual incidents" by fax and by telephone to the Grant Monitor within 24 hours of the event. Further and subsequent written description shall be provided as requested by the Grant Administrator. An unusual incident is any event that is significantly different from the regular routine or established procedure for the child, the foster parents, the birth parents, CFSA, contract staff, or any other person relevant to the child. Examples of

unusual incidents include, but are not limited to, death; injury; the child's unexplained absence; fire, theft or destruction of property; sudden, serious problems in the foster home or facility; complaints about the child from family, neighbors, or visitors; requests for information from the press, attorneys, or government officials outside of CFSA; or behavior requiring attention of staff who are not usually involved in the child's care (i.e., a doctor or school personnel).

Records

The Applicant shall keep accurate records of activities of the project. When delivering services, the Applicant must maintain records reflecting initial and periodic assessments, if appropriate; initial and periodic service plans; and the ongoing progress of activities.

The Applicant shall provide the Grant Monitor, and other authorized representatives of CFSA and the District Government, access to project and financial records as may be requested for monitoring purposes. To ensure confidentiality and security, records should be kept in a locked file controlled by appropriate Applicant staff. The Applicant shall retain records for at least three (3) years following final closeout of the grant. The Applicant shall in its application demonstrate an ability to ensure the confidentiality and security of records.

Monitoring

CFSA shall monitor and evaluate the performance of the Applicant according to the scope of work, objectives and related service delivery standards set forth in the Grant Agreement. The Grant Monitor shall be authorized to assess the Applicant's performance with respect to accomplishing the purposes of the Grant Agreement. Specifically, the Applicant's performance shall be assessed to determine the quality of the services delivered to the target populations. The Applicant shall cooperate fully in such evaluation. A primary goal of CFSA's contract reform initiative is to develop a performance-based system of evaluation that ensures accountability, cost-effectiveness of service provision, and achievement of positive outcomes for children, youth and families. CFSA plans to hold providers accountable for improving the quality of services delivered and, over time, for achieving selected outcomes for safety, permanence and well-being.

Evaluation

The Grant Monitor shall be authorized to assess the Applicant's performance with respect to accomplishing the purposes of the Grant Agreement. Specifically, the Applicant's performance shall be assessed to determine the quality of the services delivered to the target populations. Applicant shall cooperate fully in such evaluation.

Disciplinary Action

Grantees shall, upon discovery, discipline or terminate any staff found to be in violation of the District's drug and alcohol policy. In addition, Grantees shall document supervisory actions, conferences and personnel evaluations.

A number of behaviors are regarded as incompatible with CFSA goals, values, and program standards, and therefore are considered unacceptable and prohibited by Grantee staff and mentors in the provision of mentoring services. If the staff or mentors engage in any of the unacceptable behaviors, as specified but not limited to the information listed below, the Grantee

shall discipline the offending staff.

- a. Corporal punishment or physical restraint of clients.
- b. Unwelcome physical contact, such as inappropriate touching, patting, pinching, punching, and physical assault. CFSA does not condone corporal (spanking, hitting, name-calling) punishment of clients.
- c. Unwelcome physical, verbal, visual, or behavioral mannerisms or conduct that denigrates, shows hostility, or aversion toward any client.
- d. Demeaning or exploitive behavior of either a sexual or non-sexual nature including threats of such behavior.
- e. Display of demeaning, suggestive or pornographic material.
- f. Sexual abuse or neglect of a client.
- g. Denigration, public or private, of any mentee parent/guardian or family member.
- h. Denigration, public or private, of political or religious institutions or their leaders.
- i. Offensive language or language deemed offensive (curse words, ethnic slang, gender specific slang) while serving in such capacity.
- j. Intentional violation of any local, state or federal law.
- k. Administration of medicine to a mentee. If a mentee appears to be in need of urgent medical attention, the mentor is instructed to dial 911 or take the mentee to the nearest emergency room.
- l. Subjection or coercion of a mentee to attend events or participate in activities deemed inappropriate. This includes viewing films that are R, NR and X-rated (PG-13 films may be attended by youth over 13); exposure to written or internet materials that contain sexually explicit or graphic language and pictures; participation in rough physical contact activities.
- m. The mentor shall not engage in any visits with the mentee at the mentor's home unless explicitly authorized by the CFSA Grant Monitor.

Grantees shall ensure that all direct and indirect staff, including but not limited to consultants and volunteers, do not have any prior criminal record of convictions for child abuse or molestation, sexual abuse or rape, or drug use or drug involvement. Any individual found to have such a conviction must be immediately terminated. Verification of such action by the Grantee is to be provided to CFSA within five (5) business days. The Grantee shall provide verification of all clearances to the CFSA Grant Monitor prior to grant execution. On an ongoing basis, as new mentors are recruited, the Grantee shall provide updated records to the Grant Monitor.

Criminal Misconduct Reports

If a mentee accuses a mentor of criminal misconduct, CFSA will and the Grantee shall both advise the mentee of his/her right to report the incident to law enforcement officials.

The District will require the Grantee to provide a written report within 30 days. The report shall contain confirmation that the Grantee made efforts to investigate the mentee's complaint (e.g. called the mentor in for a supervisory conference, reviewed personnel records for possible prior complaints, interviewed the mentee) and conclusions that were drawn following the investigation. If the report involved a loss of property or money, the Grantee shall reimburse the mentee for reasonable claims if there is reasonable indication that the Grantee or its employees

and/or mentors were at fault. The report shall also include information regarding measures taken to prevent similar complaints from recurring and information about the results of the police investigation, if conducted.

Each such case shall be evaluated on its individual merits.

It is not mandatory to obtain a criminal conviction before reimbursing a client or mentee, and the standard of "reasonable indication" shall prevail. Failure to comply with appropriate follow-up to allegations of criminal misconduct will be considered a serious grant violation that will weigh heavily in the overall rating of service.

SECTION VI: REVIEW AND SCORING OF APPLICATIONS

Review Panel

All grant applications will be reviewed by a panel. The review panel will be composed of qualified professionals who have been selected for their expertise and knowledge in the child protection system, and the needs of the populations specific to this RFA. The review panel will review, score and rank each Applicant's proposal. Upon completion of its review, the panel shall make recommendations for awards based on the scoring process. The Director of CFSA or his designee shall make the final funding determination(s).

Scoring Criteria

Applicant(s)' proposal submissions will be objectively reviewed against the following specific scoring criteria.

Criterion A: Theoretical and Technical Soundness of the Proposal (Total 40 Points)

1. The proposal clearly lays out how the target populations will be served, how the grant monies will be spent, and the measures which will be put in place to monitor and measure the outcomes. **(20 Points)**
2. The proposed activities and work plan appear likely to result in the accomplishment of project objectives and outcomes consistent with program requirements presented in the Program Scope. **(10 Points)**
3. The application includes a clear and definitive plan to evaluate the project's effectiveness and determine the extent to which objectives and resulting outcomes are accomplished. **(10 Points)**

Criterion B: Organizational Capability and Relevant Experience (Total 40 Points)

1. The Applicant must demonstrate the knowledge and experience relevant to mentoring programs and in serving the target population. **(15 Points)**
 - The Applicant demonstrates competence in the provision of the services for which funding is requested and consistency with the values presented in the Program Scope.
 - The Applicant has relevant experience with the population.

2. Cultural competency and appropriateness (e.g., racial, ethnic, economic, gender, age, disability, language, religious, sexual identity) of services proposed are demonstrated. **(15 points)**
 - The Applicant has identified and has demonstrated an understanding of issues affecting the target population.
 - At least two (2) letters of support from community or advocacy groups are provided.
3. Capacity to administer the proposed program is demonstrated. **(10 points)**
 - The Applicant demonstrates the organizational capacity to deliver, monitor and administer the services.
 - The Applicant demonstrates the capacity to deliver services in the natural environment of the target population.

Criterion C: Sound Fiscal Management and Reasonable Budget (Total 15 Points)

1. The Applicant provides evidence of sound fiscal management and financial stability and documents the availability of sufficient resources other than the grant funds to support the organization. **(5 Points)**
2. The Applicant demonstrates that the proposed budget is reasonable, realistic, and consistent with the limitations in this RFA and will achieve project objectives. The budget should also reflect the administrative costs, and the number of children expected to receive services as a result of this grant. **(10 points)**

Criterion D: Overall Feasibility of the Project (Total 10 Points)

Applicant provides documentation that the proposed program will be fully supported by management and the governing body of the Applicant, and that the project is compatible with the mission of the organization. Further, Applicant will demonstrate the quantifiable increase in children served, based on the grant award. Maximizing the number of youth served in the target population is a primary goal of this RFA. **(10 points)**

Decision on Awards

The recommendations of the review panel are advisory only and are not binding on the Director of CFSA. The final decision on awards is vested solely with the Director of CFSA or his designee. After reviewing the recommendations of the review panel and any other information considered relevant, the Director of CFSA, or his designee, shall decide which Applicant(s) to award funds and the amount(s) to be funded. CFSA reserves the right to divide the grant award among multiple Applicants, in any amount. The award may reflect overall numbers, or be target population specific.

SECTION VII: APPLICATION FORMAT

Applicants are required to follow the format below and each proposal must contain the following information:

- ☐ Applicant Profile (See Attachment A)
- ☐ Table of Contents (Not counted in page total)
- ☐ Application Summary (Not to exceed 1 page)
- ☐ Project Narrative (Not to exceed 10 pages)
- ☐ Organization, Experience and Qualifications of Applicant (Not to exceed 2 pages)
- ☐ Staffing Plan (Not counted in page total, See Attachment C)
- ☐ Program Budget & Budget Narrative (Not counted in page total, See Attachment D)
- ☐ Appendices (Resumes, Organization Chart, Position Descriptions) (Not counted in page total)

The number of pages designated for each section is a recommendation. Applicants should feel free to submit fewer pages than recommended for that section. **Proposal must be double-spaced and numbered pages on 8^{1/2} by 11-inch paper. The review panel shall not review applications that do not conform to these requirements.**

Description of Application Sections

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that applications reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

Applicant Profile

Each application must include an Applicant Profile, which identifies the Applicant, type of organization, project service area and the amount of grant funds requested. **See Attachment A.**

Table of Contents

The Table of Contents should list major sections of the application with quick reference page indexing.

Application Summary

This section of the application should be brief and serve as the cornerstone of the application. The application summary should highlight the major aspects of the objectives that are discussed in depth in other sections of the application.

Project Narrative

This section of the application should contain the narrative that justifies and describes the project to be implemented. The project narrative should include the following:

1. Understanding needs of target population(s) to be served;

2. Program objectives for the RFA;
3. Specific service/programs to be provided;
4. Work plan for activities;
5. Number of new clients to be served;
6. Cultural competency and appropriateness;
7. Extent to which access barriers for the target population will be addressed;
8. How funds will be distributed consistent with the grant and monetary expenditures; and,
9. Quality assurance mechanisms.

Organization, Experience and Qualifications of Applicant (not to exceed 2 pages)

The Applicant must provide detailed information on the qualifications and experience of the project staff to demonstrate the organization's capability to provide the services described in the RFA. The Applicant must list the key personnel who will be assigned to the proposed project and state the percentage of time each will devote to the project in total.

Program Budget and Budget Narrative

Standard budget forms are provided in Attachment D. The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct and indirect costs. The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative should clearly state how the Applicant arrived at the budget figures.

Personnel

Salaries and wages for full and part-time project staff proposed to be funded with grant funds, if any, should be calculated in the budget section of the grant application subject to the limitations in this RFA. If staff members are being paid from another source of funds, their time on the project should be referred to as donated services (i.e., in-kind, local share and Applicant share). Applicants should include any matching requirements, either case or in-kind.

Administrative Costs

These costs should incorporate financial expenses including rent, supplies, staff salaries, telephone, utilities, etc.

Stipends

Stipends are the amount of monthly payments to be made available to mentors for activities with mentees. The application should include information about how the stipends will be paid and how use of the stipends will be monitored. Stipends should not exceed \$50/child/month.

Appendices

This section shall be used to provide technical material, supporting documentation and endorsements. Such items may, but are not required to, include are:

- Audited financial statement;
- Indication of nonprofit corporation status;
- Roster of the Board of Directors;
- Proposed organizational chart for the project;
- Organizational budget (as opposed to project budget);

- Letters of support or endorsements;
- Staff resumes; and
- Planned job descriptions.

SECTION VIII: LIST OF ATTACHMENTS

Attachment A:	Applicant Profile
Attachment B:	Original Receipt
Attachment C:	Staffing Plan
Attachment D:	Budget

**ATTACHMENT A
APPLICANT PROFILE**

**Volunteer Mentor Partnership Grant (RFA):
#CFSA-RFA-09-006**

Applicant/Organization Name:

Type of Entity: For-Profit _____ Non-Profit _____ Other _____

Contact Person:

Office Address:

Executive/Director/President

Date

Phone/Fax:

Email address:

Website URL:

Total Number to Be Served By Project: _____

Total Funds Requested:

Program Description:

Authorized Signature: The person signing below, who is an executive officer, is authorized by the Applicant to submit this application and has the legal authority to bind the Applicant to the expressed and inferred agreements herein.

ATTACHMENT B

ORIGINAL RECEIPT

Tara Sigamoni, Agency Chief Contracting Officer
Contracts and Procurement Administration
Government of the District of Columbia
Child and Family Services Agency
955 L'Enfant Plaza, SW, North Building, Suite 5200
Washington, DC 20024

FY2010 Volunteer Mentor Partnership Grant (RFA):

#CFSA-RFA-09-006

CHILD AND FAMILY SERVICES AGENCY IS IN RECEIPT OF AN APPLICATION
FROM:

(Contact Name/Please Print Clearly)
(Organization Name)
(Address, City, State, Zip Code)
(Phone/Fax)
(Email Address)
(Program Area)
(Amount Requested)

CFSA USE ONLY

(1) ORIGINAL APPLICATION and (3) COPIES.

RECEIVED ON THIS DATE / /2009
Please Indicate Time:

Received by: _____

**APPLICATIONS RECEIVED AFTER 2:00 PM WILL NOT BE FORWARDED TO THE
REVIEW PANEL**

ATTACHMENT C
STAFFING PLAN

Director Signature: _____ Date:

ATTACHMENT D BUDGET

Applicants must also submit a Budget Narrative that explains in narrative form each proposed item in the attached budget, to the extent that such explanation or itemization is not already included in an attachment to a particular budget schedule. The Budget Narrative is an essential part of the budget submission.

Agency:

Date of Submission:

Project Manager:

Telephone #:

Email Address:

Category	Budgeted Amount	Justification (Narrative)
Personnel		
Fringe Benefits		
Travel/transportation		
Supplies/Minor Equipment		
Training		
Communications		
Client Expenses: Stipends		
Occupancy Cost		
Other Direct Costs		

Indirect/overhead*		
Total:		

*** Indirect costs shall not exceed 10% of the overall budget and shall include the following categories:**

1. **Administration:** general organizational administration not associated with carrying out the specific service. This typically includes the salary, fringe benefits and overhead associated with a central administrative office. It includes a variety of activities not identifiable with program functions, but which are indispensable to their conduct and to the organization's corporate existence.
2. **Financial Management:** the services of a qualified accountant and / or bookkeeper necessary to carry out the identified service. (Note: If financial management services are included in the "Administration" line, above, leave this line blank).
3. **Audit:** the services of a qualified auditing organization to determine that all-accounting principles were followed in managing the finances associated with delivering the identified service. (Note: If audit services are included in the "Administration" or "Financial Management" lines, above, leave this line blank).
4. **Other Indirect / Overhead:** any other costs required for delivering the identified service, which can neither be classified in one of the above three indirect/overhead categories, nor in an "Other Direct Cost" category on Schedule 10. Attach explanation and documentation.